



Baltimore County Office Of Information Technology
Records Management

Schedule No.
C1096

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Records Retention and Disposal Schedule

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Office of Human Resources

Supersedes Schedules C573, C619, C620 (C620A1,A2,A3), C636,
(C636A1,A2), C673. C619 transferred to Public Works

All Divisions

Agency: Office of Human Resources

Division: All Divisions in Agency

Item No.	Description	Retention
1.	<u>Original and Copies of Approved Position Requisition Forms (PRFs)</u> . Forms completed in order to initiate the process of filling vacant and new positions.	Retain in office for two (2) years after approval, then destroy.
2.	<u>Verification Log and Copies of Verifications</u> Electronic log of employment verifications received and disposition and paper copies of verification forms and letters.	Retain in office for two (2) years after verification, then destroy.
3.	<u>Payroll Time and Attendance Reports</u> Copies of the Time and Attendance Reports of all County agencies.	Retain for one (1) year, then destroy.
4.	<u>Official Personnel Files (Baltimore County)</u> Files contain information on active and inactive County employees. Files contain but are not limited to applications for employment, authorizations to work, copies of waivers or applications for retirement, performance evaluation, copies of personnel transaction records, copies of grievances and their disposition, disciplinary actions, commendations and awards.	Employees eligible for rehire - retain for three (3) years after termination of employment, then destroy. Employees not suitable for rehire - retain for three (3) years after termination, then image and destroy paper records, retain imaging for 20 years, then destroy.
5.	<u>Employment Record Card and Salary History (Roster Card)</u> Contains dated job and salary history. Maintain alphabetically for all terminated employees.	Retain for fifty (50) years following termination of employment, then destroy.
6.	<u>Requests for Leave Under the Family and Medical Leave Act (FMLA)</u> Files containing requests for leave, medical documentation, approval letters.	Retain for three (3) years from end of requested FMLA leave, then destroy.
7.	<u>I-9s - Employment Eligibility Verification Form</u> Form completed by all new hires when documentation is presented to confirm identification and verify eligibility to work in the United States of America.	Retain forms for length of employment and three (3) years following termination of employment, then destroy.
8.	<u>Pay Increase Reports (Salary Revision)</u> Shows automated pay increases, including cost of living increases, salary adjustments, merit step increases, longevity step increases and other automated pay adjustments which are posted electronically to individual's records.	Retain for five (5) years, then destroy.

Schedule Approved by Records Management Officer

3/18/11
Date

Joseph P. McHarris
Signature

Schedule Approved by County Administrative Officer

3/27/11
Date

[Signature]
Signature

Schedule Approved by Agency or Division Representative

2-28-11
Date

George E. Gay
Signature

Schedule Approved by State Archivist

5 Apr 11
Date

Edward C. L. [Signature]
Signature



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Item No.	Description	Retention
9.	<u>Annual Leave Reports</u> Yearly summary data of leave accruals, leave earnings and balances of employees who accrue leave. Used for annual audit, corrections and revisions noted by hand.	Retain corrected copy for ten (10) years, then destroy.
10.	<u>Unemployment Files</u> Alphabetical files, by Fiscal Year, on former employees who file for Unemployment Insurance. Contains information required by DLLR on each claimant and includes notes and other documents related to the termination of the employment relationship with Baltimore.	Retain for three (3) years after claim for benefits, then destroy.
11.	<u>Personnel and Salary Advisory Board (PSAB) Meeting and Hearing Minutes</u> Minutes of meetings and hearings of boards, commissions, committees and councils which generally document their proceeding and actions.	Permanent. Retain paper copies in office for three (3) years, then image, and transfer paper copies to State Archives. Retain image for 10 years, then transfer to State Archives. Retain audio-tapes of proceedings for three (3) years following decision/ruling, then transfer to State Archives.
12.	<u>General Correspondence</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Retain directives, policies and other material related to the planning and policy that illustrate the development of the agency for 10 years, then transfer to State archives.
13.	<u>Reports and Publications</u> This file includes all reports and publications issued by a board, commission, committee, etc., which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator.	Permanent. Retain for 10 years, then transfer to the State Archives.
14.	<u>Educational Assistance Record Cards</u> These files contain 3 x 5 cards with information about employees who receive educational assistance, including names, bargaining unit, fiscal year, agency, fund code, courses taken, dates application and supporting documents were received, status of application, cost of courses and amount of reimbursement. They are filed alphabetically, by name and are duplicated in the Office of Finance. Access is restricted by the Employee Privacy Act.	Retain in office for four (4) years after processing of reimbursement, then destroy.
15.	<u>Training and Education History Files</u> This file contains records of training programs conducted by the department. It may also include copies of course designs, evaluations, instructor data, materials used for instruction and development of course design and attendance records.	Retain in office until no longer needed, then destroy at the discretion of the OHR Director.
16.	<u>Applications for Employment/Promotions</u> All applications, resumes, etc. received in response to posted full-time, part-time and temporary positions and all enclosures and attachments.	Retain for the duration of the eligibility list (maximum of 5 years), then destroy.



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Item No.	Description	Retention
17.	<u>Examination Papers for Merit System Vacancies</u> All exam papers pertaining to each applicant's final score and rank on an eligible list, including but not limited to, written multiple choice computer answer sheets, oral rating sheets, supplemental questionnaires and performance rating sheets.	Retain for the duration of the eligibility list (maximum of 5 years) , then destroy.
18.	<u>Examination Master Files</u> Files containing examination booklets and rating criteria/scoring plans, frequency distributions for each posted administration, test statistics, examination reports, evaluation guides and related information for all posted. For merit system classifications only.	Screen annually and purge all records five (5) years or older and no longer needed for current business. Image remaining papers and destroy paper records, retain image for 10 years, then destroy.
19.	<u>Announcements History Files</u> Files for each separate job posting, including summary reports of applicants' test scores, copies of eligible lists and certification lists, memos between operating agencies and our office, samples of job postings, form letters sent to applicants and related correspondence and information.	Retain in office for one (1) year or for the duration of the eligibility list (maximum of 5 years). Image and destroy paper records, retain image for 50 years, then destroy.
20.	<u>Position Description Form File</u> Completed PDFs are maintained by fiscal year in agency order.	Retain files for three (3) years after completion of PDF, then destroy.
21.	<u>Class Specification Files</u> Master copies of all current class specifications and background files including all prior class specification revisions and supporting documentation are maintained in alphabetical files. The files include documents pertaining to the class under present and former titles.	Retain until class specification is abolished. Retain abolished class specification, in paper copy or imaged, for 50 years, then destroy.
22.	<u>Classification and Compensation Plans</u> Files contain the master copy of the Classification and Compensation Plans by effective date plus all revised pages and the corresponding County Council Bill.	Retain hard copy in office for 50 years, then destroy.
23.	<u>Annual Review, Classification Studies, and Salary Surveys</u> Contains general information, i.e., initial memos to agencies, or other jurisdictions, survey forms and letters, background information such as organizational charts, correspondence with unions, recommendations and/or results of study/survey, requests for legislation, cost estimates and other documents prepared for County Executive, Personnel and Salary Advisory Board (PSAB) or County Council.	Retain for 2 fiscal years after completion, then destroy.
24.	<u>Surveys File</u> Contains copies of surveys we complete for other employers and copies of survey results they send us.	Retain for 2 fiscal years after completion of survey, then destroy.
25.	<u>Training Curriculum Historical Files</u> This file contains records of training programs conducted by the department. Copies of course curriculum, evaluations, instructor data and materials used for instruction.	Retain in office for four (4) years, then destroy.
26.	<u>Employee Training Records</u> An electronic file of employee's attendance of Office of Human Resources (OHR) training.	Retain for three (3) years after termination of employment, then destroy.



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Item No.	Description	Retention
27.	<u>Budget Records</u> Annual budget submissions.	Retain annual submissions for five (5) years, then destroy.
28.	<u>General Accounting Records</u> Files contain office copies of: goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
29.	<u>Fixed Assets File</u> Fixed asset printouts (including vehicles), Fixed assets administration form (office copy), Lost/Stolen forms (office copy), Surplus forms (office copy), Transfer forms (office copy).	Retain fixed asset printout for three (3) years, then destroy. Retain all other completed forms for three (3) years, then destroy.
30.	<u>Leave and Time Sheets</u> This file contains Office copies of employees' requests for annual leave and daily time records.	Retain for one (1) year, then destroy.
31.	<u>Employment Background Folders</u> These files contain the results of the background checks done on candidates offered employment.	<p>Folders for candidates not hired retain for five (5) years from date of background check, then destroy.</p> <p>Folders for candidates hired following a clear background check retain for five (5) years from date of background check, then destroy.</p> <p>Folders for candidates hired with negative information in background check, retain for length of employment then destroy upon termination of employment.</p>